

# CACC MEETING MINUTES

## COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, November 19, 2009

10:00 AM - 12:30 PM

CONFERENCE ROOM 230

ARIZONA SUPREME COURT

1501 W. Washington

Phoenix, AZ 85007



AUDIO PHONE NUMBER: (602) 452-3192

AUDIO ACCESS CODE: 7002

### MEMBERS PRESENT

Kip Anderson\*

Julie Dybas

Joan Harphant\*

Mary Hawkins\*

Donald Jacobson

Phillip Knox\*

Patrick McGrath (*Keith Kaplan, proxy*)

Rich McHattie

Doug Pilcher

Michael Pollard, *Chair*

Rick Rager\*

Lisa Royal\*

Paul Thomas

### MEMBERS ABSENT

Cathy Clarich

Timothy Dickerson

Patricia Noland

### GUESTS

David Stevens, *Maricopa Superior Court*

### AOC STAFF

Stewart Bruner, *ITD*

Adele May, *ITD*

Christine Olea, *ITD*

Jim Price, *ITD*

Renny Rapier, *ITD*

Jim Scorza, *ITD*

\* indicates appeared by telephone

# CACC MEETING MINUTES

## **WELCOME AND INTRODUCTORY REMARKS**

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order promptly at 10:00 a.m. Staff confirmed that a quorum existed. Rick Rager clarified the details for the next meeting and demonstration being held in Tempe on December 17. Members agreed to start the meeting at 9 AM instead of the usual 10 AM to accommodate the demonstration. The chair asked for a motion regarding the minutes of the previous meeting.

**MOTION: A motion was made and seconded to accept the minutes of the October 15, 2009, meeting. The motion passed unanimously.**

Judge Pollard recognized Stephanie Nolan for her many years of service to CACC and the other subcommittees of the Commission on Technology (COT) before announcing that she has accepted another position within the AOC.

## **MARICOPA CLERK'S FINANCIAL SYSTEM / UPDATE**

David Stevens, project manager for the RFR replacement portion of the iFIS project, updated members on the project. The detailed design tasks are now running behind schedule due to a lack of project resources. The phase will not end by December 31, as previously planned, and the new date identified is March 10. David assured members that 80 percent of the design work will be completed before construction begins on schedule in January. Contractors are being requested to supplement court staff. He volunteered to provide a more detailed technical status at the January CACC meeting.

David also shared two recent project-related developments. Maricopa County has approached him about integration with their financial system. Preliminary discussions are underway. Also, there is talk of reducing the scope related to the juvenile probation financial system from a total rewrite down to an integration-only effort. Both of these items could eventually affect the scope and timeline of the project.

Members questioned the approach of recasting the project plan before all the conceptual work is completed and whether resource issues would really improve over time given the county's dire budget situation.

**MOTION: A motion was made and seconded to accept the status report as delivered. The motion passed unanimously (Phil Knox and Rich McHattie abstaining).**

In a roll call vote, members characterized the project's overall health as "yellow" (6 yellow to 4 green) due to the uncertainties raised in the report.

## **LIMITED JURISDICTION CMS UPDATE**

Adele May, project manager for the limited jurisdiction (LJ) case management system (CMS) effort, brought members up to date with the vendor development of the product. Version 3.3 was delivered as expected but testing has been pushed back behind the rollout of 3.2.0.15 to the general jurisdiction (GJ) courts. Adele described efforts to demonstrate product functionality to the original gap team members to ensure that their issues are indeed being addressed. CACC members encouraged Adele to broaden the intended audience which she promised to do for the

Version 3.4 demonstration. She also described the new task related to code standardization added at the request of CACC members last month. Focus turned to LJ code standardization as a whole. Keith Kaplan, AOC's Data Standards Manager, described his progress on the effort in relation to concerns raised by members last month. Keith explained the reasons for the lack of meetings with the LJ subcommittee and expressed confidence that the LJ standardization work is progressing at the same pace as CMS development.

Various members raised concerns about whether the codes were being defined fully, communicated effectively, and whether buy-in was being obtained from all the courts that would eventually adopt the CMS. Keith provided examples of the detail level associated with the codes, offered to post the database of codes on the code standardization website, and shared his opinion that courts need to be willing to compromise when it comes to the use of standard codes. Judge Pollard added that the use of the codes is so critical to successful implementation that all courts in the state must be made aware of their definitions. Keith apologized for a general lack of recent communication regarding the LJ code standardization effort. Adele then described the latest strategy for dealing with non-standard historical event codes from AZTEC during conversions.

**MOTION: A motion was made and seconded to accept the LJ CMS development status report as delivered. The motion passed unanimously (Keith Kaplan abstaining).**

In a roll call vote, members present characterized the project's overall health as "green."

Keith then provided a brief update about general jurisdiction code standardization and lamented that he continues to see the same code-related issues following each new court implementation.

## **STATEWIDE E-FILING UPDATE**

Jim Price, e-Filing Project Manager at the AOC, described work underway with the Clerk of the Superior Court in Maricopa County and the Maricopa Justice Courts. He described the reason the justice courts are falling behind schedule and summarized their plan for obtaining an electronic document management system. A meeting will be conducted with the Pima Clerk and Court on November 24 to demonstrate the AZTurboCourt system and collect their gap observations.

Jim brought members up to date on the number of courts using the "pay and print" forms and collected input from a member on the impact the new "admission on motion" rule could have for eviction actions cases in TurboCourt. Jim described the volume of TurboCourt forms as "growing" and described the effort to gain more publicity with potential filers via an increased web presence on other government sites.

## **STAFF UPDATE**

Staff member Stewart Bruner outlined several items for members including:

- The upcoming AJACS 3.2.0.15 rollout scheduled for November 20 through 22,
- The statewide technology broadcast being hosted by Karl Heckart this afternoon (see it at [http://supremestateaz.granicus.com/ViewPublisher.php?view\\_id=3](http://supremestateaz.granicus.com/ViewPublisher.php?view_id=3)),

- A new ACJA code section review forum (paralleling the rules review forum) recently opened for business at <http://azdnn.dnnmax.com/forumacja/Home/tabid/93/Default.aspx>, and
- The presence of the AOC's new webpage describing the process of requesting authorization to destroy paper records for which equivalent electronic records exist, in accordance with ACJA § 1-507, and containing the necessary forms. The page is available at <http://supreme22/ctserv/erecords.htm>.

## **GENERAL JURISDICTION COURTS CMS UPDATE – AJACS**

Renny Rapier, AOC's General Jurisdiction (GJ) CMS Project Manager, celebrated the success of the recent back-to-back Navajo and Apache AJACS implementations. Apache was especially gratifying due to the months of conversion work involving local applications outside of AZTEC. Focus is now turning to Coconino Superior Court. The overall planned end date for the rollout remains May 7, 2010.

Renny also took a moment to summarize changes in the update being rolled out to all AJACS courts (including Navajo and Apache) this weekend and summarized the impact on users as being less than drastic. He called attention to Karl Heckart's recent e-mail to owners of OnBase systems regarding the changing method of AJACS integration which could have a large impact on county OnBase systems. He recommended the memo receive wide distribution within the counties to ensure everyone affected is aware of the situation.

The next meeting will take place in the 3<sup>rd</sup> Floor Conference Room of Tempe Municipal Court on **December 17, 2009**, at **9:00 AM**. The Tempe CMS demonstration will take place in the council chambers across the street from the court at **10:30 A.M.** Parking is across the street to the south of the court building and will be validated.

After the chair confirmed that no other business existed, the meeting adjourned at 11:20 a.m.